

# Job Opportunity Bulletin

Post Date: NOVEMBER 24, 2015

## RESEARCH ANALYST II

Salary Range: \$4,829 - \$6,048  
Permanent, Full Time

FINAL FILING DATE: **DECEMBER 15, 2015**

### RE-ADVERTISEMENT

If you applied for this position when it was originally advertised on September 10, 2015, it is not necessary to submit a new application.

### JOIN THE DDS TEAM!

For information about the  
DEPARTMENT OF  
DEVELOPMENTAL SERVICES  
Please visit our website at  
[www.dds.ca.gov](http://www.dds.ca.gov)

This newly created position is within the Regional Center Operations Section and is responsible for tasks that require utilizing multiple databases with a high-level of proficiency, including, querying and generating reports based on requests received internally and externally via the Public Records Action, regional centers, stakeholders and legislative staff.

For complete duties, please see the duty statement on the following page.

Please refer to:

**Position # 473-213-5731-101**

Mail your application to:

Dept. of Developmental Services  
1600 Ninth Street, MS-Q  
Sacramento, CA 95814  
Attention: Claudia Lutz

All applications will be screened and  
only the most qualified will be  
interviewed.

### DESIRABLE KNOWLEDGE, SKILLS AND ABILITIES:

- ❖ Knowledge of the CA Developmental Disabilities Service system.
- ❖ Excellent oral and written communication and interpersonal skills.
- ❖ Excellent analytical, critical thinking, and organizational skills
- ❖ Ability to work in a fast-paced environment and to organize/prioritize workload to meet demands.
- ❖ Extensive experience and abilities to research and manage data.
- ❖ Proficient in Microsoft Word, Excel, and Outlook.

### ADDITIONAL INFORMATION:

This position is located in DDS' Headquarters office in downtown Sacramento. Our office is conveniently located near public transportation, parks, restaurants, and farmer's markets.

If you are ready to be a part of our DDS team, please submit an original signed state application (STD. 678) by the final filing date. All applicants will be considered; however, Reemployment/SROA/Surplus candidates will be given priority.

Please include the **basis of your eligibility** (list eligibility or lateral transfers must meet the minimum qualifications of this classification) and **position #473-213-5731-101** on your application.

Minimum qualifications (MQs) will be verified prior to interview and/or appointment. If it is determined that an applicant does not meet the MQs of the classification, the applicant will not be considered and may be withheld from the eligible list.

### CONTACT INFORMATION

Name: Claudia Lutz

Number: (916) 322-7784

Email: [claudia.lutz@dds.ca.gov](mailto:claudia.lutz@dds.ca.gov)



DEPARTMENT OF DEVELOPMENTAL SERVICES

1600 9<sup>th</sup> Street, MS-Q  
Sacramento, CA 95814

"Building Partnerships, Supporting Choices"

**COMMUNITY SERVICES DIVISION  
OFFICE OF COMMUNITY OPERATIONS  
REGIONAL CENTER BRANCH  
REGIONAL CENTER OPERATIONS SECTION**

**DUTY STATEMENT**

**JOB TITLE:** Research Analyst II

**POSITION #:** 473-213-5731-101

**POSITION DESCRIPTION:** The incumbent performs analytical activities related to Department initiatives and projects serving individuals with developmental disabilities. The Research Analyst II (RA II) is responsible for a wide range of complex statistical analysis for the Regional Center Operations Section (RCOS) and Regional Center Branch (RCB). The incumbent must have excellent analytical, critical thinking, organizational, and writing skills. The incumbent must also have experience with data applications and management, be able to collaborate with contractors and stakeholders, and provide technical expertise for tracking and monitoring projects through their lifecycles. To ensure data is valid, the incumbent must possess the ability to apply procedures to assure that sample data is drawn consistently, surveys are conducted appropriately and within project guidelines, and data is coded and analyzed consistently between contractors/regional centers.

**SUPERVISION EXERCISED:** None.

**SUPERVISION RECEIVED:** Overall supervision is provided by the Staff Services Manager I of the Regional Center Operations Section.

**EXAMPLES OF DUTIES:**

Essential Job Functions:

- 25% Lead responsibility for in-depth analysis of regional center performance, through data analysis of purchase of service expenditures and other data; ensures the validity and reliability of data; performs a variety of project management tasks, including researching and preparing statistical analyses and identifying implications of new policy.
- 25% Accesses multiple databases and generates reports for the Department's executive management and in response to various requests for information from external entities, including but not limited to: Public Records Act requests, and inquiries from regional centers, stakeholders, and legislative staff; tracks and monitors the lifecycle of ad-hoc and regularly generated surveys and projects, ensuring data is drawn consistently and in conformation with project guidelines.
- 15% Frequent contact with internal and external stakeholders; provides consultative advice; consults with the Department's Information Systems Division to acquire data to complete large-scale projects and reports.

- 15% Responds to legislative requests for information relating to regional center compliance, transparency and accountability. Prepare detailed reports for executive management in areas including, but not limited to: disparity data; regional center board composition surveys, caseload ratio surveys; performance contracts; bill analyses; Health and Safety Exemption requests; and special incident reporting.

**Marginal Job Functions:**

- 10% Maintain detailed tracking systems for Whistleblower complaints. Generate related information and reports as needed.
- 10% Coordinate and collaborate with other Departmental units and outside entities in regard to activities and assignments.

**WORKING CONDITIONS:** Work is performed in an open-spaced partitioned office. Requires sitting for extended periods of time while using a personal computer or reviewing documents and working papers. There may be occasional statewide travel (up to 10 percent) associated with the position.

**DESIRABLE QUALIFICATIONS:****Knowledge of:**

- Analytical concepts, principles, and techniques;
- Advanced computer skills especially in Excel program techniques (e.g., formula/validation statements, charts/graphs, etc.) and various databases;
- Government structure, organization and function;
- Planning, policy and systems/management analysis and program evaluation; and
- Project management principles, including work plan development and budgeting.

**Ability to:**

- Manage project priorities in order to meet Departmental goals and objectives;
- Develop statistical methodologies and assumptions;
- Manage and work with various data sets to provide analysis and monitor system performance;
- Reason logically and be creative to when analyzing and explaining data;
- Communicate effectively, verbally and in writing, the results of analytical processes;
- Present information and results of research using a variety of software applications;
- Work collaboratively in multidisciplinary teams, and develop and maintain cooperative and harmonious relationships with regional center and developmental center staff, other state agencies, peers, the public, and others;
- Work in a lead capacity and coordinate work of others;
- Represent the Department, as requested by the supervisor; and
- Work independently and as part of a team.

**CERTIFICATION OR LICENSE:** None.